**PD Express Sign-In Sheet Instructions**

**As a Presenter**: Follow the directions below to print sign in sheets. Staff members will initial or sign next to their names.

1. Log into PD Express
2. 2. Click on the tab ‘My Information’
3. Click Presentations
4. Locate the course
5. Locate the clipboard icon on the far right, click on it
6. Choose the session and a sign in sheet will appear on the screen
7. Choose the printer icon to print

Office Managers have the capability to print sign in sheets using the directions below:

1. Log into PD Express
2. Click on the tab ‘Administration’
3. Go to Manage, then Registration
4. Locate the course – there are many ways to search, an easy way is:

First initial Last Name of Principal (i.e. BBrown)

1. Click on the course, it will then be highlighted and a window will open showing those that have registered
2. Click on the button ‘Sign-In Sheet’
3. If no one has enrolled this will not work.
4. Click on the date of the session
5. Choose Print using the printer icon
6. To get back to the home page, close the window for Sign-In Sheet and click on PD Express

Turn in sign in sheets with agendas for Professional Development. Sign in sheets for meetings do not need agendas. Everything should be sent to Aisha Moore, Central Office.